



Environmental Protection Agency

Vacancy Listing Report

Vacancy Number: Reg 9-MP-2006-0075

Vacancy Description: Program Analyst, GS-343-13/14 (PMD Lead Region-Temp 2 Yrs)

Vac/Duty Loc 1: 001, San Francisco County, CA

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-0343-13/14

Hiring Agency: Environmental Protection Agency

Contact Information: Vicki Lane, 415-972-3827, lane.vicki@epa.gov

Promotion Potential: GS-14

Date Opened: 5/22/06

Date Closed: 6/9/06

Salary: 84713 - 130134

Information:

THIS IS A TEMPORARY PROMOTION OPPORTUNITY NOT-TO-EXCEED 2 YEARS. The promotion may be extended or terminated at any time based upon assignment needs.

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO THE "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" INSTRUCTIONS.

This announcement CLOSES MIDNIGHT EASTERN TIME (EST) on the closing date indicated. Remember to adjust your application time to the Eastern Time zone when applying.

RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

WHO MAY APPLY

This merit promotion announcement is open to current permanent EPA, Region 9 employees only.

LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Management & Technical Services Division (MTS), Immediate Office, 75 Hawthorne Street, San Francisco, CA.

NUMBER OF POSITIONS: 1 (Full-Time)

SALARY RANGE:

GS-13: \$84,713 - \$110,122 per annum

GS-14: \$100,104 - \$130,134 per annum

PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-14. The position may be filled at either the GS-13 or GS-14 grade level. The primary



Vacancy Listing Report

difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-13 grade level may be promoted progressively to the full performance level of GS-14 without further competition.

DESCRIPTION OF WORK AT THE GS-14 LEVEL

The position serves as the Lead Region Coordinator for program issues related to the Office of the Chief Financial Officer (OCFO) and the Office of Administration and Resources Management (OARM) for Fiscal Years FY-2007 and FY-2008. Duties include, but are not limited to, identifying and prioritizing key national and regional issues; facilitating regional consensus and recommendations; assisting the National Program Managers in key planning and budgeting responsibilities; planning and facilitating national meetings and calls with a wide range of customers and colleagues including Deputy Regional Administrators, Assistant Regional Administrators, National Program Managers, and Division/Office Directors. Summarize information utilizing appropriate graphs, charts and visual aids to assist regional and HQ offices. Performs other duties as assigned.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: ☐ NTEU

Medical Monitoring: NO ☐ ☐

Drug Testing: ☐ NO

Financial Disclosure: NO

Supervisory Probationary Period: NO

One Year Probationary Period: NO, unless on a current probationary period.

Position Sensitivity Level: Non-sensitive ☐

QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards www.opm.gov/qualifications/index.htm by the close of the announcement.

Federal employee applicants must also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

Specialized Experience for the GS-13 level:

One year of full-time specialized experience at or above the GS-12 level that demonstrates expertise in the performing analytical assignments requiring substantive knowledge of agency administrative and/or environmental programs and complex policy matters. This experience includes responsibility for representing the organization, independently coordinating the resolution of high-priority issues, and facilitating the formulation of a decision.



Vacancy Listing Report

Specialized Experience for the GS-14 level:

One year of full-time specialized experience at or above the GS-13 level that demonstrates leadership responsibilities for performing complex analytical assignments requiring substantive knowledge of agency administrative and/or environmental programs to address controversial policy matters. This experience includes responsibility for representing the organization to gain support for the agency's program goals and/or mission.

There is no allowable substitution of education for the GS-13 or GS-14 levels.

□□

EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT:

Resume and application questions for this vacancy MUST be received on-line via the www.epa.gov/ezhire web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at www.opm.gov/forms/html/of.htm.

Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide



Environmental Protection Agency

Vacancy Listing Report

assistance for online submission. If you have accessed this announcement from an alternate web site please visit www.epa.gov/ezhire to apply for this position.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

WHERE TO OBTAIN MORE INFORMATION

You may search or you may call our office at (415) 972-3817.

REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.